

**COUNTY OF ERIE, NEW YORK  
MINORITY AND WOMEN BUSINESS ENTERPRISES  
UTILIZATION ADVISORY BOARD  
7.28.2014**

**Present:**

**Advisory Board Roster:**

- Edward Watts, Jr. – Buffalo Niagara Partnership - Chair
- Richard A. Cummings – Black Chamber of Commerce of WNY
- Jesse L. Burnette – Director, Division of Equal Employment Opportunity
- Sawrie Becker – Commissioner of Public Advocacy
- Vallie Ferraraccio – Department of Purchase
- Andrea Lizak – Small Business Development Center Associate Director –  
Representing Susan McCartney

**Absent:**

- Susan McCartney – Buffalo State – State University of New York
- Lynne Marie Finn – Buffalo Niagara Partnership

**Invited Guests:**

- Daniel Loebell – Intern with Sawrie Becker's Office

**Minutes of the meeting:**

- Lynn Kolodziej – EEO Investigator

**1. Call to Order:**

Mr. Edward Watts Jr. welcomed everyone and called the meeting to order 10:05AM.

**2. Approval of Last Meeting (3.31.2014) Minutes:**

- Motion to Approve: Sawrie Becker
- Second: Vallie Ferraraccio
- Un - Readiness - None
- Motion Approved

**3. Old Business:**

**A. Reports from Goal committees:**

**1) Capacity Building of M/WBE's**

- Understanding and streamlining (including reciprocity) the process for certification Memorandum of Understanding (MOU)
- Utilizing existing capacity

Group Leader: Jesse Burnette; committee members - Richard A. Cummings., Lynne Marie Finn

- Steady increase of certified MWBE's - Joint Certified Committee (JCC) – Last meeting July 16, 2014 – 265 certified companies (WBE – 154 & MBE – 111)
- Understanding and streamlining (including reciprocity) the process for New York State certification (MOU)
  - Status of MOU – “expedited process” in effect.
    - Director Burnette spoke with Ms. Jew in June 2014
    - Ms. Jew sent the MOU back for review - approval
      - City of Buffalo Attorneys - need stamped “Approved to form”
      - upon approval from the City of Buffalo, Director Burnette will sign for the County of Erie
      - Mr. Burnette will send back to Ms. Jew’s (replacement)
- Proposed items:
  - County of Erie, Director, Division of Equal Employment Opportunity  
Jesse L. Burnette – Presentation to Outside Organizations
    - July 23, 2014 3:00 – 7:00PM – Dormitory Authority of New York State (DANYS) – Business Outreach Event – Hyatt Regency, Buffalo, NY 14202

2) Meet with County Department Heads for discussion of implementation and adherence to MWBE Utilization goals

Group Leader: Vallie Ferraraccio; committee members - Edward Watts Jr., Sawrie Becker

- Report mechanism for MWBE Utilization Board/County Executive, to be used by all departments.
  - Mental Health Department currently using
  - Department of Social Services currently using
  - Senior Services - next department to be introduced
- Committee to develop a boiler plate to be inserted into “RFP” Request for Proposals
  - Highlighting Local Law 9

3) Prepare 2014 Year End Report of the MWBE Utilization on County of Erie Contracts

Group Leader: Jesse Burnette; Vallie Ferraraccio, Sawrie Becker

4) Determine if a company can be certified by the Erie County/City of Buffalo Joint Certification Committee (JCC) both as a Women and Minority Business

- a. Mr. Burnette provided the Advisory Board with the Erie County & City of Buffalo Joint Certification Committee (JCC) – Rules and Regulations
  - Item 7 (C) “The Joint Certification Committee will not issue dual certification. Certification will be either MBE or WBE.”

- b. Ms. Sawrie Becker to draft letter to JCC – seeking dual certification for Minority Women

Sub-committee: Sawrie Becker, Lynne Marie Finn, Vallie Ferraraccio, Richard Cummings, Daniel Loebell & Ericka Bennett

- Draft present to Utilization Advisory Board for approval
- To be presented to JCC at September 2014 meeting
- Motion: Approval to submit draft to JCC in September 2014 and any corrections/additions of draft will be submitted to sub-committee by August 15, 2014. Email vote will be taken for approval of draft.
  - Motion: Vallie Ferraraccio
  - Second: Richard Cummings
  - Un-Readiness – None
  - Motion Approved

- 5) Buffalo Niagara Partnership (BNP) – outreach - Ms. Lynne Marie Finn to report.

- BNP to mention MWBE certified companies to their contacts
- Use packet being developed by Mr. Burnette
  - Research Idea: Corporations receiving tax breaks from Erie County Industrial Development Agency (ECIDA). Do they have MWBE goals?

- 6) Formal summary of accomplishments of the County of Erie, New York Minority and Women Business Enterprises Utilization Advisory Board for year ending 2013

- Mr. Watts will head up writing summary
- To be done by September 29<sup>th</sup>, 2014

#### **4. New Business:**

- Term of 3 years:
  1. Sawrie Becker – December 2012
  2. Edward Watts Jr. – December 2012
  3. Jesse L. Burnette – December 2012
  4. Susan McCartney – December 2012

5. Richard A. Cummings – September 15, 2013

- Term of 2 years:

1. Lynne Marie Finn – December 2012
2. Vallie Ferraraccio – December 2012
3. ~ Vacancy ~ (Legislature)
4. ~ Vacancy ~ Community Representative

- Mr. Burnette will be sending letter to Mr. Poloncarz addressing vacancies

**5. Any Good for the Order:**

A. The Erie County Government Technical Assistance Center:

- The interim person at Erie County is Lenora Leasure.

Lenora Leasure  
Program Manager  
Erie County Government Technical Assistance Center  
95 Perry Street, Suite 403  
Buffalo, NY 14203  
(716) 856-6525 Ext 550  
[lleasure@bnitf.org](mailto:lleasure@bnitf.org)

- Niagara County PTAC closed its doors on June 30, 2014 due to finance difficulties. They were not able to fund the required matching funds identified in the Grant Agreement.
- The Erie County Government Technical Assistance Center will remain open through end of the year (2014). The plan is to have this unit internalized via the Industrial Development Agency (IDA) pending approval by all concerned and the budget.
- Lenora Leasure will remain in place as the Program Manager and hopefully by years end we will have support through the IDA and she will remain the program manager.

B. Thursday, August 21, 2014 8:30 – 10:30AM Small Business Administration - Spotlight Matchmaker – Erie County Bureau of Purchase

**6. Adjournment: 11:34 AM**

- Motion to Adjourn: Andrea Lizak
- Second: Richard A. Cummings
- Motion Approved

~ Next Meeting September 29, 2014 ~